

7-2264 (4-90) Bureau of Reclamation		<b>SUPERVISORY EVALUATION</b>				
Applicant:			Vacancy Announcement Number:			
Position: <b>ADMINISTRATIVE OFFICER, GS-0341-12</b>			<b>BR-GP-WY-06-62</b>			
Please evaluate the applicants qualifications and abilities (Superior, Above Average, Average, or Deficient) in each of the categories specified:						
EVALUATION FACTORS			RATING			
			Superior	Above Average	Average	Deficient
<b>A. JOB KNOWLEDGE AND EXPERIENCE (KSAO'S) OF THE POSITION APPLIED FOR.</b>						
(Space is available on the back of this form to continue KSAs for the supervisor to provide additional information.)						
1. Knowledge of administrative and personnel policies and procedures related to federal agency programs.						
2. Ability to supervise a staff of professional, administrative, technical, and clerical support personnel.						
3. Ability to establish and maintain effective working relationships.						
4. Ability to develop and implement new program initiatives and process improvements.						
5. Ability to communicate effectively, both orally and in writing.						
<b>B. JOB PROFICIENCY</b>						
1. Ability to plan and organize work.						
2. Ability to meet deadlines.						
3. Ability to make decisions and assume responsibility.						
4. Quantity and quality of work.						
5. Ability to follow work guidelines, regulations, and policies.						
<b>C. INTERPERSONAL RELATIONS</b>						
1. Effective in working or dealing with others.						
2. Ability to communicate with others (orally, telecommunication devices, lip reading, sign language, etc.						
3. Effectiveness in written communication.						
4. Courtesy and cooperation.						
5. Diplomacy and tact.						
6. Willingness to accept constructive criticism and suggestions.						
<b>D. WORK RELATED PERSONAL QUALITIES</b>						
1. Initiative and diligence.						
2. Resourcefulness and judgment.						
3. Reliability.						
4. Ability to maintain composure during stressful situations.						
5. Adaptability.						
Supervisors's Signature:			Date:			

**SUPERVISORY EVALUATION - Continued**

Please evaluate the applicants qualifications and abilities (Superior, Above Average, Average, or Deficient) in each of the categories specified:

EVALUATION FACTORS	RATING			
	Superior	Above Average	Average	Deficient
A. JOB KNOWLEDGE AND EXPERIENCE (KSAO'S) OF THE POSITION APPLIED FOR (Continued from page 1)				
Additional information for supervisor to provide applicant's possession of KSAO's. If necessary separate sheets may also be attached.				